

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes - 15-18 October 1985

FROM:

AC/OC-AMD

EXTENSION**NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AD/CO

25 OCT 1985

GM

2.

A/DD/CO

24 OCT 1985

24 OCT 1985

3.

OC-EXA

24 OCT 1985

24 OCT 1985

4.

OC/OL/ISC

Archiving

5.

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CONFIDENTIAL

OC- 13838-85

23 OCT 1985

MEMORANDUM FOR: Acting Director of Communications

25X1 FROM:

[REDACTED]
Acting Chief, Administrative Management
Division, OC

SUBJECT: OC-AMD Staff Notes 15 - 18 October 1985

1. During the week, Panel N personnel strength decreased by one due to a resignation and there were no gains and two losses in Panel D personnel. The losses were due to the resignations of two personnel, one a TCO-02 officer and the other a TCO-01 officer that had not completed TCA training.

25X1 2. OSG activities included the processing of 7 TDY personnel, 1 resignation (MCN), 1 returnee, and [REDACTED] OC is currently providing 15 Panel D, 2 Panel E, and 2 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. Recruitment Evaluation Section (RES) has been advised by OC-CSD to cut back on recruitment for Panel S as they have filled their staffing requirements.

4. RES dedicated a major portion of the week in preparation for testing and interviewing applicants at the Holiday Inn in Rosslyn on 21 October. This will be an on-going procedure and will free up Tuesdays and Wednesdays for other recruiting activities. Applicants will no longer be tested or interviewed at Page as a general rule.

5. All CFC keyworkers received their packets and instructions 15 October. The D/CO met with them to review how the campaign was going, to show his support for their efforts, and encourage all OC employees to participate.

25X1 6. The Office of Training and Education (OTE) is nominating [REDACTED] as Chief of our Developmental Training Branch.

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED



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7. The OC Management Workshop held 7-11 October was very well received. An overall evaluation will be written up as soon as all individual critiques are in from the participants. Participants were tasked to develop papers on two management issues and given to 30 October to have their papers in.

25X1 8. Messrs. [] appealed to
25X1 [] DDA Training Officer, for some help in getting OTE take more interest in and to put more resources towards satisfying OC's management/supervisory training requirements. One tangible result thus far is the nomination of an OTE officer for OC; we were previously advised that OTE did not have anyone. OTE is now planning special runnings of those management courses in which there are large backlog of applicants. Per our suggestion, they have made a tentative arrangement with one of their officers who is retiring 3 January 1986 to return as an annuitant to develop and teach management training overseas. We offered to help fund the fee and travel of the OTE annuitant.

25X1 9. OTE is sponsoring a course [] 21-23 November called,
25X1 "Balancing Personal and Work Lives - Mastering Its Stress," taught
25X1 by [] It is for Agency working couples only.
25X1 [] have been selected as OC's couple with Joe [] as alternates.

25X1 10. OC Safety Officer, [] instructed 15 graduating
25X1 students at [] in an eight-hour Basic Safety and Health Class. Students had an opportunity for hands-on participation in extinguishing small fires and the use of the Rescuematic.

25X1 11. [] talked to the school staff regarding request by some students to work with commo equipment alone at night. Safety concerns for students working alone around high voltage dictated no change in two-person rule.

25X1 12. A safety survey of [] is to be conducted 23 October.

25X1 13. OC-AMD Security obtained from [] a bullet-proof vest for an OC employee being assigned to a post where this type of protection is necessary.

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SUBJECT: OC-AMD Staff Notes 21 - 25 October 1985

25X1 14. OC-AMD Security provided guidance to OC-MPS on the upcoming visit of approximately 75-80 National Communications Service (NCS) representatives from other government agencies who will attend the next NCS meeting [] 24 October.

25X1 15. On 17 October, representatives from the Office of Information Services (OIS) met with [] (DDA IRO), [] on OC's upcoming records management audit scheduled to begin 4 November. The audit will be conducted by four OIS officers and is expected to take about two months.

25X1 16. [] representatives met with Communications School (CS) personnel to discuss the Time Division Multiple Access (TDMA) Computer-Based Training (CBT) course project which has been contracted [] Regional Marketing Specialist, [] introduced the project manager, [] with the remainder of the meeting covering general discussions, exposure to system equipment, and the setting of schedules for the project's first phase (Analysis/Design). The project starting date was agreed upon as 4 November. Completion of Phase I will determine the completion date of the remaining phases; however, it is anticipated that the project will be completed near the end of February 1986.

25X1 17. [] arrived at CS on 17 October 1985. [] conducted a two-day training seminar on the application of whole-brain learning techniques within an instructional environment.

25X1 18. CS representatives and [] training analyst, have completed a detailed Task Analysis for operational training on the Satellite Communications (SC-3) system. The results of this analysis will be used to support planned changes to the SC-3 Operations Course incorporating Accelerated Learning techniques, and for any on-going modifications.

25X1 19. The Secure Voice Installation [] remains on schedule. The room preparation and computer flooring is complete in all three switch rooms. Equipment installation is in progress at [] and grid installation is to begin 21 October. Cable is being pulled through the grid at [] and equipment delivery is scheduled for 22 October. Air conditioning units have been delivered for [] and ducting is being fabricated. Electric power upgrade is in process.

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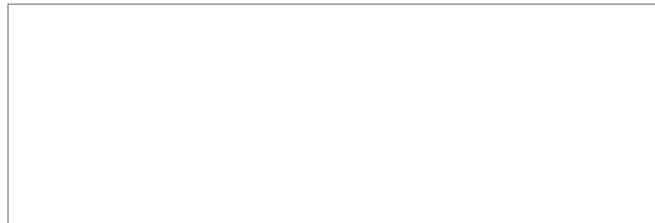
25X1



25X1

23. An A&E firm has been contacted to begin a survey and design of a new fire alarm system [redacted]. The requirement for repairs to the old system over the past few months has made it clear that the system is unreliable and must be replaced. This is a priority item due to the threat to human life and irreplaceable documents.

25X1



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